

**SOLICITATION AMENDMENT NO. ONE (1)  
SOLICITATION NO. T04-12-00057**

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1739 West Jackson Street, Room 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211



Commodity No(s). 0910-0039  
Description: Term Contract for Janitorial Services MVD Tucson Regional  
**Solicitation Due Date: June 14, 2004 until 5:00 P.M. MST**

An **original** signed copy of this amendment shall be received by the ADOT Procurement Office with your offer or prior to the Solicitation due date and time. Failure to return a signed copy of this amendment and attachments may result in bid rejection, per Uniform Instructions to Offerors, paragraph 3.7. This Solicitation is amended as follows:

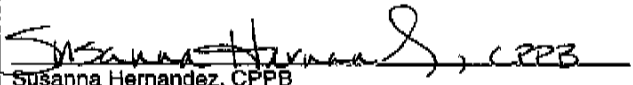

**1. SPECIFICATIONS**

Delete the second paragraph under item 1.16, titled Day Porters & Day Porter Duties and replace with the following paragraph. Please note all changes in **bold**.

The Day Porter shall have a means of communication, such as a cell phone or pager number available to the Site Coordinator(s) for on-call/emergency purposes. The Day Porter shall be available to **their assigned Location throughout a 4-hour workday, Tuesday through Saturday, between the hours of 11:00 A.M. and 3:00 P.M.**

**2. There are no further changes at this time.**

**ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.**

Offeror hereby acknowledges receipt and understanding of the above amendment.		The above referenced Solicitation Amendment is hereby executed this 4th Day of June 2004, at Phoenix, Arizona.	
Signature _____ Date _____		 Susanna Hernandez, CPPB PROCUREMENT OFFICER 	
Typed Name and Title _____			
Company Name _____			
Address _____			
City _____	State _____		



**STATE OF ARIZONA**  
DEPARTMENT OF TRANSPORTATION  
PROCUREMENT



**AZFACTS FAX-ON-DEMAND**

ADOT SOLICITATION REFERENCE NUMBER: T04-12-00057

Commodity Code: 0910-0039

Description: Janitorial Services for Tucson MVD Regional

**DUE DATE:** June 14, 2004

at 5:00 P.M. MST

DATE POSTED: June 3, 2004

**PRE-BID CONFERENCE:** N/A

Opening and Submittal Location:

Arizona Department of Transportation  
Procurement Group  
1801 W. Jefferson, B-37 MD 100P  
Phoenix, Arizona 85007-3276

**REPLY TO:** FAX: (602) 712-8647

Responsible Contract Officer: Susanna Hernandez, CPPB Phone: (602) 712-7205

**PROCUREMENTS LESS THAN \$25,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.**

**"An Equal Employment Opportunity Agency"**

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination and of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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## 1.0 SCOPE OF WORK

Pursuant to the provisions of the Arizona Procurement Code, A.R.S. §41-2501 et seq., the Arizona Department of Transportation herein referred to as the Department intends to establish a contract for Janitorial Services for the Tucson MVD Regional Service Center. The Contractor shall provide all the necessary personnel, cleaning supplies, paper products, and equipment to clean the specified buildings in accordance with the contract requirements.

## 1.1 WORK LOCATIONS

Bidders are required to visit the site location and carefully examine the proposed work and satisfy themselves as to the man-hours and conditions to be encountered in performing the work. Submission of a bid is prima facie evidence that the Bidder has examined the work site, understands all work requirements and is aware of all conditions that might impact work performance.

NOTE: All square footage is approximate. Contractor shall be responsible for correct square footage measurements.

1. Tucson MVD Regional Service Center  
3565 S. Broadmont Drive  
Tucson, AZ 8

Employees:	88
Visitors:	1200 daily
Restrooms:	Not Available
Carpet sq. footage:	13,750
Tile sq. footage:	11,250
Total sq. footage:	25,000
Site Coordinator: Emma Nadeau (520) 838-2727	

Janitorial services are to be performed five (5) nights per week, Tuesday through Saturday, between the hours of 6:00 P.M. to 6:00 A.M., excluding holidays. This location requires Day Porter Service; please refer to paragraph #1.16 for further information.

## 1.2 WORK SCHEDULE

In the event that the normal day to clean is a State holiday, the Contractor shall perform the service on the working day PRIOR to the holiday.

The Contractor shall adhere to the approved work schedule submitted to the Contract Officer and shall complete all routine work during the calendar week in which it is scheduled unless circumstances occur which are beyond the control of the Contractor. All scheduled work NOT completed during the week scheduled shall be reported to the Department in writing on the first workday of the following week. The report shall include an explanation of WHY the work was not completed and plans for getting the work back on schedule. If the Contractor falls behind schedule at any time, additional workers shall be assigned at no additional cost to the Department until the work is back on schedule.

Note: The Contractor SHALL submit a Master Calendar (12 month Calendar) for work to be performed on the monthly and quarterly services. This master calendar will furnish the exact dates and specific work to be performed at that scheduled time. The master calendar SHALL be supplied to each location and approved by each Site Coordinator.

**1.3 REQUIRED DAILY SERVICES - OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING**

Sweep all floors, to include under desks, tables, entrances, stairwells, stairways, outside stairways, steps and porches. Shake out or vacuum all entrance/exit mats. Moveable items shall be moved and the contractor shall sweep underneath moveable items and return to original position.

Damp mop floors and use disinfectant/germicidal solution on all accessible areas, including underneath desks, tables, stairwells, stairways, along all baseboards, corners and abutments. Moveable items shall be moved and the contractor shall mop underneath moveable items and return to original position.

Vacuum all carpeted areas to include along baseboards, corners and under desks. Clean all removable spots using dry foam on any soiled areas due to spillage or normal traffic. Moveable items shall be moved and the contractor shall vacuum underneath moveable items and return to original position.

Machine buff high traffic areas.

Thoroughly clean all glass partitions, building entry/exit doors, all glass/plexi-glass furniture surfaces, interior/exterior glass doors.

Spot clean to remove smudges, fingerprints, marks and streaks from washable surfaces light switches, doorframes, railings, walls, partitions, doors and fixtures.

Clean and sanitize telephones with germicidal detergent.

Empty, clean, and damp wipe all cigarette urns and ashtrays, if applicable. (Refill with sand as needed).

Empty and clean all wastebaskets. Replace plastic liners, as necessary. Return all baskets to proper positions. All trash shall be removed from the building and emptied into the outside dumpsters. Wastebaskets are not to be removed from any complex.

Blue recyclable wastebasket contents (white and computer paper only) shall be deposited in the outside recycle bin(s) as designated by the Site Coordinator(s). NOTE: Contents from the blue recyclable wastebaskets SHALL NOT contain shredded paper or cardboard.

Boxes, cans and papers placed near a trash receptacle marked "TRASH" shall be removed by the Contractor.

Clean, sanitize and polish all drinking fountains.

Clean and damp wipe all pencil sharpener containers.

Perform low dusting on all desks, chairs, file cabinets, and similar types of office furniture and equipment (typewriters, business machines and equipment of similar nature shall not be dusted by the Contractor)

Contractor is not to dust personal items (plants, pictures, etc. Contractor responsible for lobbies (such as in MVD offices, Directors offices). Consult with Site Coordinator(s).

Break room/Employee lounge: Contractor shall clean and disinfect all sinks, trash receptacles, clean inside and outside of microwave with an all purpose cleaner/glass cleaner to remove spills, food residue and fingerprints. All counter tops, furniture, and cabinets shall be cleaned with approved supplies.

**1.4 REQUIRED WEEKLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING**

Sweep all sidewalks around facilities.

Spray buff all floors.

Perform low dusting of shelves, portable fans to include blades and protective screens, picture frames, hangings, wall ornaments, ledges, window sills, venetian blinds, handrails and woodwork (such as baseboards) located at the low level of the office above 6 feet above the floor level.

Clean all interior wall glass windows, window walls and sidelights, display cases, directory boards, draft shields on windows, mirrors and adjacent trim.

Polish furniture surfaces that require polishing.

**1.5 REQUIRED MONTHLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING**

Perform high dusting (over 6 feet) such as tops of partitions, window ledges, door frames, high cabinet tops, light fixtures, ceiling fans, air duct vents and areas around air duct vents and grills, etc. Remove cobwebs from high corners.

Thoroughly vacuum all window blinds, drapes, and upholstered and non-upholstered furniture, including all chairs, sofas, and lobby and/or lounge furniture.

**1.6 REQUIRED QUARTERLY SERVICES – OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING**

Thoroughly clean all doors, walls, baseboards, ledges, countertops, partitions, light fixtures and heating/cooling vents.

Shampoo all carpets and mats. Extraction method shall be used for all carpets. Contractor shall use a splashguard or equal and/or make sure vinyl base is clean of splashed/spillages.

Strip and wax all floors in accordance with floor care instruction, if applicable. Remove wax build up including corners and edges. Contractor shall remove floor finish solutions from baseboards, furniture, trash receptacles and other areas and items that have been splashed with floor finish solutions. All chairs, trash receptacles, and easily movable items are to be moved so as to clean underneath them and they shall be returned to their proper position when complete. It shall be the responsibility of the Contractor to use products and methods that insure a durable and lasting application when stripping and waxing the floors. The process that the Contractor will employ is subject to the review and approval of the Department. If the methods that are utilized subsequently fail to achieve the desired quality standards, the Department may require a more frequent schedule at an additional cost that would be based on the Extra Labor Hourly Rate unit bid prices. Use non-skid wax only on all floors.

Thoroughly clean the outside of all file cabinets, desks, credenzas, bookshelves, and tables.

Clean interior and exterior windows. Remove and reattach all blinds, screens, or similar items as necessary to appropriate windows.

**1.7 REQUIRED DAILY SERVICES – RESTROOMS**

Refill all soap, toilet tissue, towel, seat cover, sanitary napkin/tampon dispensers, toilet bowl deodorizer, deodorant containers, spray deodorizers, urinal tablets, and waste receptacle liners. as

needed. The Contractor shall provide ALL supplies. Adequate levels of all supplies are to be maintained at all times. At least one-half roll of toilet paper shall be in evidence on each spindle at all times.

Empty and wipe out all waste paper receptacles. Disinfect as needed. Replace plastic liners as needed. Return baskets to proper positions. All trash shall be removed from the building and emptied into the dumpsters available outside.

Clean all mirrors with glass cleaner.

Clean and polish all metal surfaces, dispensers and furniture.

Clean and disinfect all countertops, washbasins, toilet bowls, toilet seats, urinals, stalls, stall doors and showers. Add chlorine tablets in all urinals, where applicable.

Disinfect underside and tops of toilet seats.

Wipe all walls and partitions clean of splashes, fingerprints, graffiti, smears, and dirt. Sweep floors and wet mop with germicidal solution. Chairs, trash receptacles and easily removable items shall be removed and swept under and returned to original position.

#### **1.8 REQUIRED MONTHLY SERVICES – RESTROOMS**

Descalcify all toilet bowls, urinals, and showers.

Pour bucket of water (with disinfectant solution) in floor drain, if required.

Clean underside of basins, including hardware, using stainless steel cleaner or metal polish.

Dust or vacuum all vents and areas around vents.

Buff all floors.

#### **1.9 REQUIRED QUARTERLY SERVICES – RESTROOMS**

Perform high dusting, vents, window ledges, high corners, light fixtures, etc. Remove cobwebs from high corners.

Strip and wax all floors.

#### **1.10 ADDITIONAL SERVICES**

Other cleaning and additional services shall be done as requested by the Department Site Coordinator(s). These services shall be paid for using the Extra Labor Rate unit bid prices.

#### **1.11 EQUIPMENT AND SUPPLIES**

The Contractor shall furnish ALL equipment, materials and cleaning supplies INCLUDING, but not limited to, toilet tissue, hand towels, toilet bowl deodorizers, spray deodorizers, hand soap, sanitary napkins/tampons, chlorine tablets, toilet seat liners, and waste receptacle liners necessary to properly perform under this contract. Adequate levels of supplies are to be maintained at all times. At least one-half roll of toilet paper should be in evidence on each spindle at all times.

NOTE: Toilet paper requested per this contract is for a double ply (Similar to Scott or Charmin). Recycled supplies shall not be used for any location.

All supplies and materials furnished by the Contractor are subject to prior approval by the Department. A list of all supplies and equipment to be used pursuant to this contract and the appropriate Material Safety Data Sheets (MSDS) shall be submitted to the Contract Officer. On a quarterly basis the Contractor shall provide a quantified listing of all supplies and paper products used pursuant to this contract. This report shall be forwarded to the Contract Officer and become part of the contract file.

Custodial supply areas will be available and shall be kept in a neat manner by the Contractor. The supply area and equipment shall be kept free of any offensive odor. All materials and supplies shall be stored in an orderly manner.

All equipment and supplies shall conform to **ALL** current Federal, State, local, EPA and OSHA rules and regulations.

The information stated in Paragraph 2, Work Locations, is provided as an estimated usage amount to assist you in your offer. It may not be an accurate account.

#### **1.12 SUPERVISION**

The Contractor shall provide the Department with the names and telephone numbers of a Job Manager or Working Supervisor. The Supervisor shall be responsible for the competent performance of all custodial services pursuant to this contract. The Job Manager shall make sufficient routine inspections to insure that all work is performed as specified. The names of all personnel to be used on this contract are to be provided to the Contract Officer.

The Contractor shall make available to the Site Coordinators, pager/cell phone numbers of the Job Manager/Working Supervisor.

It is the responsibility of the Contractor to be assured that all employees assigned to work are instructed in the operation of the alarm system. Contractor shall be charged for false alarms caused by Contractor employees.

#### **1.13 INSPECTION**

Custodial Checklists (Exhibit 1) shall be posted per the Site Coordinator(s). The checklist shall be used by the Contractor to check off all of the required tasks and note any comments. The checklist will be signed and dated by the Contractor (or a designated employee) on the day that it is completed. The Site Coordinator(s) will sign and date the checklist acknowledging he/she has reviewed the checklists. The Contractor shall provide the Custodial Checklists and Communication logs to the Site Coordinator(s) at each location.

A minimum of every three months (or as needed) the Contractor shall be accompanied by a Site Coordinator(s) during the normal daytime work shift to complete the checklist. A copy of the checklist shall be forwarded to the Site Coordinator(s) and the Contract Officer and will become part of the contract file.

A Communication Log (Exhibit 2) shall be posted at each location in a place specified by the Site Coordinator(s). The log shall be used to write down any discrepancies noted by the Site Coordinator(s). The Contractor shall read the log at the beginning of each workday and enter the date, his/her initials, and any comments when the discrepancy is remedied. The Site Coordinator(s) will initial and date their approval of the work.

In the event service performed is unsatisfactory or is **NOT** in accordance with the specifications the Contractor shall, upon notification by the Site Coordinator(s), cause the Department facilities to be serviced immediately without additional cost to the Department.

For failure by the Contractor to provide routine custodial service as specified by the contract, the Department may deduct the prorated share of the unclean areas from any payments due based on the

Contractor's daily rate quoted in the Bid Price Sheet. This provision is to be used ONLY after contacted by the Contract Officer and/or Site Coordinator when the Contractor does not promptly correct the work or there are continuous, documented deficiencies in the Contractor's performance.

The Contractor shall post the approved monthly and quarterly work schedules at each location. Changes shall be in writing to the Site Coordinator(s) for prior approval, then posted.

All MSDS (Material Safety Data Sheets) shall be posted by the Contractor at each location in an agreed upon location by the Site Coordinator(s).

#### **1.14 CONTRACTOR DEFICIENCIES**

Contractor is responsible for notifying the Site Coordinator when their employee(s) are a "no show". If the Contractor does not report this to the Site Coordinator, then a Vendor Performance Report (Exhibit 4) will be issued.

Contractor Deficiency is defined as:

1. Failure to perform weekly, monthly, quarterly or semi- annually services per written schedule.
2. Failure to rectify reported problems within 24 hours (unless other arrangements have been approved by Site Coordinator)
3. Failure to appear on a scheduled service day without pre-approval from the Site Coordinator.
4. Failure to respond to a performance report within the time given to the Contractor by the Department.

Notifications to Contractors of Deficiencies:

One deficiency: Contractor will be notified and will have no more than 5 days (5) to respond.

Two deficiencies within a three-month period: Contractor will be notified and the Contract Officer will schedule a meeting within ten days.

Third deficiency within three-month period: May result in termination of contract and a possible debarment per Arizona Procurement Code Article (9) §41-2613.

#### **1.15 STANDARDS OF PERFORMANCE**

**These standards are minimum recommendations and do not replace or supersede the latest industry standards of material and equipment manufacturer's recommendations.**

Dusting Standards

Dusting cloths and equipment used shall be clean. Dust cloths shall be treated to avoid scattering of dust. Hard rubbing shall be avoided as oil streaks may be left. Desks, file cabinets and bookcases shall be dusted without moving any papers, books, etc. Office equipment, such as typewriters, adding machines, computers and similar instruments shall not be dusted.

Surfaces shall be free from dust after dusting is completed. Dust shall be removed and not scattered around the room. No feather dusting.

Sweeping Standards

Resilient and wood floors shall be swept with a clean broom,

Concrete floors shall be swept with a bristle floor brush, with sweeping compound where applicable or treated mops if surface has been finished.



Floors shall show no dust or dirt streaks and no dust or dirt shall be left behind and under radiators, furniture, pipes, benches, work tables, doors, corners, or any other object that is not installed or securely fastened in place.

Baseboards, furniture and equipment shall not be disfigured or smeared by tools and materials used in performances of the work.

Gum and similar substances shall be removed from floors

Sweeping compounds shall not be used on "waxed" floors

#### Washing Standards

The detergent shall be a neutral detergent that will remove the dirt involved. Only small areas of floors shall be mopped, rinsed and dried at one time, and in such a manner that the least amount of water necessary to do the job is used. Water shall be left on floors just long enough to loosen the dirt. Wash and rinse water shall be changed frequently. Floors shall be clean and free from film, mop streaks and scuff marks. Hard to reach places shall be washed by hand. Gum and similar substances shall be removed by hand.

Water seepage under baseboards, bumping baseboards, corners of furniture and splashing water on walls, baseboards or furniture shall not be permitted.

#### Buffing Standards

All buffing shall be to hard luster finish with disk-type floor machines

#### Carpet Cleaning Standards

All carpet areas shall be vacuumed as specified. All light furniture shall be moved for vacuuming and replaced in its original position taking care not to disturb work or projects.

#### Scrubbing and Stripping Standards

Scrubbing and stripping shall be performed using a disk-type floor machine equipped with driving assembly and using the proper cleaning scrubbing pad. A minimum amount of water containing a neutral detergent for washing or a stripping solution for stripping shall be used. Hard to reach places shall be done by hand with a scrubbing brush or pad. The Contractor shall not use any solution, equipment or pads that will damage floors.

Water seepage under baseboards, bumping baseboards, corners or furniture and splashing of water on walls, baseboards or furniture shall not be permitted.

Floor shall have all finish marks and substances of any kind removed.

#### Finish Standards (After Stripping)

Two coats of floor finish shall be applied with a clean applicator. The first coat shall be thoroughly dry, shall be buffed in accordance with manufacturer's instructions and "buffing standards".

No heavy accumulations of finish around walls, under furniture, radiators, etc., will be permitted. If accumulated, it shall be removed and the area refinished.

Any water, wax or finish splashed on furniture, office equipment, walls or baseboards shall be removed immediately.

Only non-skid wax may be applied on floors requiring waxing.

#### Toilet Room Cleaning Standards

Every toilet, urinal, lavatory, sink, fixture and floor shall be properly cleaned each day.

Toilet bowl exteriors shall be washed, disinfected and wiped clean. Toilet bowl interiors and undersides of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of interiors of toilet bowls shall include working brush as far into the trap as it will reach. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent.

Urinal exteriors shall be washed, disinfected and wiped clean. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet brush cleanser. Urinals shall be flushed after cleaning to rinse.

Chrome-plated hardware shall be cleaned with a non-abrasive, non-acidic product manufactured for this type of work.

#### Toilet Room Floors - Washing

Washing shall be performed with suitable disinfectant cleanser, and ample solution shall be allowed to remain on the floor until all dirt has been loosened and where required, it shall be mopped with the heel of the mop, using enough pressure to remove stubborn dirt and scuffs. Care shall be taken to insure that all edges and corners have been cleaned. The washing solution shall be picked up or squeegeed to the drain and floor shall be thoroughly clear-water rinsed, disinfected and mopped dry.

No wax is to be applied to ceramic tile.

#### Toilet Room Mirrors & Shelves

Mirrors, shelves and miscellaneous fixtures shall be cleaned thoroughly, using non-abrasive cleaner.

#### Walls and Toilet Partitions

Walls and toilet partitions shall be spot washed with a neutral cleaner. Grout joints shall be scrubbed with a soft bristle brush. Cleaning solution shall be rinsed off and walls shall be dried to a high luster, free from streaks and soap film. No wax is to be applied to ceramic tile.

### **1.16 DAY PORTERS & DAY PORTER DUTIES**

There shall be a Day Porter at this location. It is recommended that all Day Porters speak English so Site Coordinators and Day Porters can communicate effectively.

The Day Porter shall have a means of communication, such as a cell phone or pager number available to the Site Coordinator(s) for on-call/emergency purposes. The Day Porter shall be available to all their assigned Locations throughout the 8-hour workday, Tuesday through Saturday, between the hours of 6:30 A.M. and 3:30 P.M. or timeframes conducive to each location to equate an 8-hour workday.

Check all restrooms twice a day for toilet paper, paper towels, hand soap etc., and all other restroom requirements per paragraph 1.7. Clean all glass entry doors.

Sweep concrete walks and decks immediately in front and around buildings. Clean off all tables and benches. Empty ashtrays and refill with sand (as needed). Empty trash barrels and replace plastic liners as needed.

## **2.0 UNIFORM TERMS AND CONDITIONS**

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <http://sporas.ad.state.az.us> or contact Susanna Hernandez, CPPB at (602) 712-7205.

## **3.0 SPECIAL TERMS AND CONDITIONS**

### **3.1 TERM OF CONTRACT**

The term of any resultant contract shall commence on the effective day of award and shall continue for a period of twelve months (12) thereafter, unless terminated, canceled or extended as otherwise provided herein.

### **3.2 CONTRACT EXTENSION**

By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months or thirty five thousand dollars (\$35,000.00, whichever comes first.

The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date.

### **3.3 CHANGES**

The Department reserves the right to revise the delivery and schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract.

### **3.4 BID EVALUATION**

In accordance with the Arizona Procurement Code §41-2535, awards shall be made to the responsible bidder submitting the quotation, which is most advantageous to the State and conforms to the requirements and criteria set forth in this Fax on Demand.

Specific factors that will be considered by the Department include, but are not limited to:

Technical capability of the contractor to accomplish the scope of work required in the Invitation for Bid. This includes performance history on past and current contracts of similar scope and size, including those contract held with the Department. References and Vendor Performance Reports will be utilized for this purpose.

Contractor's demonstrated ability to provide the necessary labor forces (both supervisory and operational personnel) and necessary equipment to accomplish the Specifications in the Invitation for Bid. References and Vendor Performance Reports will be utilized for this purpose.

### **3.5 ELIGIBLE AGENCIES**

Any contract resulting from this solicitation shall be for the exclusive use of the agency designated on the cover sheet of this document.

### **3.6 NON-EXCLUSIVE CONTRACT**

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the Department. The Department reserves the right to obtain like goods or services from another source when necessary. Off-Contract Purchase Authority

only be approved by the Chief Procurement Officer. Approval shall be at the discretion of the Chief Procurement Officer and shall be conclusive, however, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the Arizona Procurement Code.

### **3.7 ORDERING PROCESS**

Upon award of a contract the Department's Procurement Group, or any designated Agency may procure the specific material and/or service awarded by the issuance of a contract purchase order to the appropriate contractor. Each contract purchase order must cite the correct contract number. The award of a contract shall be in accordance with the Arizona Procurement Code and all transactions and procedures required by the Code for public bidding shall be complied with. A contract purchase order for the awarded material and/or service that cites the correct contract number is the only document required for the using agency to order and the contractor to deliver the material and/or service.

### **3.8 INVOICING**

Upon satisfactory acceptance by the Department, an invoice shall be submitted by the Contractor to the Project Manager. All invoices shall contain the contract name (brief description of services rendered), Purchase Order number, contract number, contractor's name, address and phone number and the name of the contractor's representative to contact concerning billing questions. The contractor shall be paid monthly in arrears generally within 30 days of receipt of the invoice.

### **3.9 PROMPT PAYMENT DISCOUNT**

Prompt payment discounts of thirty (30) days or more set forth in an Offer shall be deducted from the offer for the purposes of evaluating that price (See Attachment 1, Price Sheet).

### **3.10 PRICE REDUCTION**

A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.

### **3.11 PRICE ADJUSTMENT**

The Department will review **fully documented** requests for price increase after any contract has been in effect for one hundred eighty (180) days. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of the offer and can be shown to directly effect the price of the item concerned. The Department will determine whether the requested price increase, or an alternative option, is in the best interest of the State. The contractor shall likewise offer any published price reduction to the Department concurrent with its announcement to other customers. Advanced 30 day written notification by the contractor is required for any price changes. All price adjustments will be effective on the first day of the month following approval or acceptance by the Procurement Officer.

### **3.12 SAFETY STANDARDS**

All items supplied under this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.

### **3.13 VENDOR REGISTRATION**

Prior to issuance of a Purchase Order and subsequent payment, the Contractor shall have a completed STATE OF ARIZONA SUBSTITUTE W-9 FORM, **Attachment 5** on file with the Procurement Group. No payments shall be made until the form is on file.

**3.14 CONTRACT ADMINISTRATION**

For information regarding the Uniform and Special Terms and Conditions, and Specifications referenced in this Solicitation contact:

Susanna Hernandez, CPPB  
Contract Officer  
(602) 712-7205

Following award, the contractor shall contact the Procurement Group for guidance or direction in matters of contract interpretation or problems regarding the terms, conditions or scope of the contract. Only the Contract Officer or his/her authorized designee is authorized to change or amend the specific terms, conditions or provisions of the agreement.

**3.15 NOTICES**

All notices, requests, demands, consents, approvals, and other communications which may or are required to be served or given hereunder (for the purposes of this provisions collectively called "Notices"), shall be in writing and shall be sent by registered or certified United States mail, return receipt requested, postage prepaid, addressed to the party or parties to receive such notice as follows:

- a. If intended for the State, to:

Arizona Department of Transportation  
Procurement Group  
1739 W. Jackson Street, Room 100P  
Phoenix, Arizona 85007-3276  
Attention: Susanna Hernandez, CPPB

- b. If intended for the contractor, to:

The contractor Name  
Address  
City, State, Zip  
Attention:

Or to such other address as either party may from time to time furnish in writing to the other by notice hereunder. Any notice so mailed shall be deemed to have been given as of the date such notice is received as shown on the return receipt. Furthermore, such notice may be given by delivering personally such notice, if intended for the State, to the Arizona Department of Transportation, Chief Procurement Officer and, if intended for the contractor, to the person named on the Offer & Contract Award of this contract, or to such other person as either party may from time to time furnish in writing to the other by notice hereunder. Any notice so delivered shall be deemed to have been given as of the date such notice is personally delivered to the other party.

**3.16 REFERENCES**

The bidder shall, on **ATTACHMENT 4**, provide references from at least three (3) organizations for which services of similar size and scope have been provided in the past thirty six (36) months.

**3.17 SUBCONTRACTORS**

The Contractor shall not enter into any Subcontract under this Contract for the performance of this contract without the advance written approval of the Procurement Officer. The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract

shall incorporate by reference the terms and conditions of this Contract. All proposed Subcontractors shall be licensed in accordance with the State of Arizona contractor licensing requirements and must meet the licensing requirements if any set forth in this solicitation.

### **3.18 CANCELLATION FOR POSSESSION OF WEAPONS ON ADOT PROPERTY**

This contract may be cancelled if contractor or any subcontractors or others in the employ or under the supervision of the contractor or subcontractors is found to be in possession of weapons.

Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

Further, if the contractor or any subcontractors or others in the employ or under the supervision of the contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

### **3.19 INDEMNIFICATION CLAUSE**

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

### **3.20 INSURANCE**

Within five (5) days of notification, the offeror shall submit a copy of the attached Certificate of Insurance or an ADOT approved alternate form showing insurance in the following amounts to:

Arizona Department of Transportation, Procurement Group  
Attention: Susanna Hernandez, CPPB  
1739 W. Jackson RM 100P  
Phoenix, Arizona 85007

- A. MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

### 1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000

- a. Policy shall be endorsed to include master key coverage
- b. The policy shall be endorsed to include the following additional insured language: ***"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor".***
- c. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

### 2. Automobile Liability

Bodily Injury and Property Damage for any/all owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".***

### 3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$500,000
Disease – Each Employee	\$500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

The policy shall be endorsed to include the following additional insured language: ***"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers,***

*officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor".*

**B. ADDITIONAL INSURANCE REQUIREMENTS:**

The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

- C. NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent by certified mail, return receipt requested and shall be sent directly to:

Arizona Department of Transportation, Procurement Group  
Attention: Susanna Hernandez, CPPB  
1739 W. Jackson RM 100P  
Phoenix, AZ 85007

- D. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

- E. VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to:

Arizona Department of Transportation, Procurement Group  
Attention: Susanna Hernandez, CPPB  
1739 W. Jackson RM 100P  
Phoenix, AZ 85007

The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**



- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors, as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

### 3.22 **POST AWARD CONFERENCE**

After award of this bid, the Contractor shall be required to participate in a post award conference for the purpose of ensuring a complete understanding of the requirements of the contract. The Site Coordinator(s) and Contractor shall discuss how to use the Custodial Checklists and Communication Logs and where they will be located at the work site.

The Site Coordinator(s) shall make arrangements with the out-going janitorial Contractor to facilitate the transfer of building keys to the in-coming janitorial Contractor.

The Site Coordinator(s) shall discuss security arrangements, procedures, and passwords for secured buildings, if applicable.

### 3.23 **REQUIRED POST AWARD INFORMATION**

Within five (5) days of notification by the Contract Officer, the Contractor shall provide to the Contract Officer:

- A proposed work schedule to accomplish the services pursuant to this contract. This schedule shall be set on an annual calendar identifying the task. This schedule shall be subject to the Department approval. Thereafter, significant changes in the Contractor's schedule must be submitted in writing to the Site Coordinator(s) for approval prior to implementation.
- Names of all personnel performing services at each location.
- A list of supplies and equipment to be used pursuant to this contract.
- The appropriate Material Safety Data Sheets (MSDS).

### 3.24 **EMPLOYEES OF THE CONTRACTOR**

No one except authorized employees of the Contractor are allowed on the premises of the Department buildings. Contractor employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any person unless said person is an authorized employee of the Contractor. Under no circumstances are minor children to be allowed on State property in the course of the Contractor's work schedule.

All Contractor employees shall wear identification badges or uniforms at ALL times.

### 3.25 **REMOVAL OF CONTRACTOR'S EMPLOYEES**

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The Department may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the Department.

### **3.26 KEY PERSONNEL**

It is essential that the Contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without the written concurrence of the Procurement Officer.

If one of the key personnel is unavailable for work under this contract for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Procurement Officer, and shall, subject to the concurrence of the Procurement Office, replace such personnel with personnel of substantially equal ability and qualification.

### **3.27 RESTRICTIONS**

Minimum age of janitorial workers shall be sixteen (16) years. Any workers under eighteen (18) years of age shall observe evening hour limitation designated by law.

Contractor employees with felony convictions are precluded from performing under this agreement.

### **3.28 COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA) REQUIRED**

The Contractor understands and acknowledges the applicability of the IRCA to him/her. The Contractor agrees to comply with the IRCA in performing under any resultant agreement and to permit State inspection of their personnel records to verify such compliance.

### **3.29 CONTRACTOR'S RESPONSIBILITIES**

The Contractor shall furnish all necessary labor, tools, equipment and supplies to perform the required services at the designated locations.

The Site Coordinator or their authorized representative shall decide all questions that may arise as to the quality and acceptability of any work performed under the contract.

In the event that work performance is unsatisfactory, the Contractor will be notified by the Department and given a stated amount of time to correct the work.

The Department reserves the right to complete the work to its satisfaction and deduct the cost from any monies due to the Contractor if the work is NOT corrected within the allotted time frame.

The Contractor shall perform the work so as to minimize disruption to the normal operation of any household or business at and around the project location. Upon completion of work the Contractor shall be responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed.

The Contractor's job supervisor and additional personnel as deemed necessary by the Site Coordinator or his designated representative, shall be literate and fluent in the English language. This is not meant to require that all Contractor personnel speak, read and write English. Most tasks may require only the

job supervisor, crew leader or crewmember to speak, read and write English. This requirement is necessary due to the following reasons that include, but are not limited to:

Warnings of emergencies and hazards.

Preparation of reports.

Communication with ADOT personnel and tenants.

Due to the significance of the above listed reasons, the English requirement is being made with the intent that communications between the Contractor representatives and ADOT personnel, and between the Contractor representatives and the public will be understood.

The Contractor shall carry on the operation in such a manner that the Contractor does not damage existing grounds, buildings, landscaping, utilities, highway markers, or other structures. In the event damage occurs to Department property or any adjacent property by reason of any operations performed under this contract, the Contractor shall replace or repair the same at no cost to the State and as directed by the Department. If damage caused by the Contractor has to be repaired or replaced by the Department, the cost of such work shall be deducted from the monies due the Contractor.

#### **4.0 UNIFORM INSTRUCTIONS TO OFFERORS**

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <http://sporas.ad.state.az.us> or contact Susanna Hernandez, CPPB at (602) 712-7205.

#### **5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS**

Complete and return all required information to the location indicated on the Fax on Demand, page one (1) by the time indicated. Responses may be faxed to: (602) 712-8647, Attention: Susanna Hernandez, CPPB. Responses must be in writing and signed.

- **Complete and return the following:**
  - **PRICE SHEET**
  - **OFFER & CONTRACT AWARD SHEET**
  - **BIDDER'S ORGANIZATION AND QUALIFICATIONS**
  - **SUBSTITUTE W-9**
  - **ALL AMENDMENTS, IF APPLICABLE**
  - **SUBMIT INFORMATION PACKAGE IN ACCORDANCE WITH THE SPECIFICATION**

#### **5.1 PRICE SHEET (ATTACHMENT 2) RATE INFORMATION**

##### **Fixed Monthly Rate**

The Fixed Monthly Rate for each Location shall include all necessary labor, equipment, and supplies to perform the services as stated within this IFB. The rate for service for one (1) month shall be entered in the Unit Price Column. This amount shall be multiplied by the quantity twelve (12) shown on the Price Sheet to arrive at the price for this service that shall be entered in the Extended Price Column.

##### **Fixed Quarterly Rate for Carpet Shampooing - Extraction**

The Fixed Quarterly Rate shall be submitted as price per quarter. The rate for one (1) quarter shall be entered in the Unit Price Column and multiplied by the quantity four (4) on the Price Sheet to arrive at the Extended Price.

Daily Rate

This rate shall be submitted for each location(s) bid. It will be used to deduct a prorated cost for failure to perform routine custodial service.

Rate for Extra Carpet Shampooing

This rate shall be submitted as price per square foot.

Rate for Additions and/or Deletions

This rate shall be submitted as price per square foot for the services specified. It will be used to compute the *new monthly rate* if the building is renovated and has more or less square footage than previously. It may also be used to add any additional Locations within the same geographical area and providing the same services, labor, equipment and supplies. **Therefore, the bid price per square foot should take into consideration ALL necessary labor, equipment, and supplies to perform the services/supplies to an additional location.**

Rate for Extra Labor Hourly Rate

This rate shall be submitted as price per hour and shall be used for additional work outside of the scope of the contract such as a special cleaning for a Grand Opening or additional cleaning due to adverse weather. The Contractor shall give the Site Coordinator(s) the number of hours to complete the requested work and use the Extra Labor Hourly Rate to compute the amount for billing purposes.

The Total Gross Bid

This total shall consist of the Extended Prices for the Fixed Monthly Rates and Fixed Quarterly Rates for Carpet Shampooing only.

# EXHIBIT 1 CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION

Procurement

1801 West Jefferson Street, B-37 MD 100P

Phoenix, Arizona 85007-3276

Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
	<b>REQUIRED DAILY SERVICES</b>
	<b>OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING</b>
	Sweep all floors, to include under desks, tables, entrances, stairwells, stairways, outside stairways, steps and porches. Shake out or vacuum all mats.
	Damp mop floors and use disinfectant/germicide solution on all accessible areas, including underneath desks, tables, stairwells, stairways, along all baseboards, corners and abutments.
	Vacuum all carpeted areas to include along baseboards, corners and under desks. Clean all removable spots using dry foam on any soiled areas due to spillage or normal traffic.
	Machine buff high traffic areas.
	Thoroughly clean all glass partitions, bldg entry/exit doors, all glass/plexiglass furniture surfaces, interior/exterior glass doors.
	Spot clean to remove smudges, fingerprints, marks and streaks from washable surfaces.
	Empty, clean and damp wipe all cigarette urns and ashtrays if applicable. (refill with sand as needed)
	Clean & sanitize phones.
	Clean all spillage spots from resilient floors. Damp mop and use germicide/disinfectant
	Empty and clean all wastebaskets. Replace plastic liners as necessary.
	Remove all boxes, cans and papers placed near trash receptacles.
	Empty, clean, damp wipe pencil sharpeners
	Clean, sanitize and polish all drinking fountains.
	Dust all furniture, artificial plants, equipment, walls (wipe off as necessary), door frames, cabinets, files, light fixtures, fans, air duct vents, and all oob webs.
	Clean Break room and/or Lounges: Clean & disinfect sinks, trash receptacle. Clean inside & outside of microwaves. Clean countertops, furniture and cabinets with approved supplies.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

# EXHIBIT 1 CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement  
1801 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
	<b>REQUIRED WEEKLY SERVICES</b>
	<b>OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING</b>
	Sweep all sidewalks around facilities
	Spray buff all floors
	Perform low dusting of windows, sills, baseboards, ledges, shelves, rungs, picture frames, hangings, wall ornaments, blinds, artificial plants/flowers, etc.
	Clean all interior wall glass windows, window walls and sidelights, display cases, directory boards, draft shields on windows, mirrors and adjacent trim
	Polish furniture surfaces that require polishing
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

EXHIBIT 1  
CUSTODIAL CHECK LIST

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
Procurement  
1801 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
<b>REQUIRED MONTHLY SERVICES</b>	
<b>OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING</b>	
	Perform high dusting (over 6 feet) such as tops of partitions, window ledges, door frames, high cabinet tops, remove cobwebs from high corners, vents, light fixtures etc.
	Clean all window blinds, drapes, and upholstered furniture, include all chairs, sofas, and lobby and/or lounge furniture.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

# EXHIBIT 1 CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement  
1801 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
<b>REQUIRED QUARTERLY SERVICES</b>	
<b>OFFICES, HALLWAYS, BREAKROOMS AND IMMEDIATE EXTERIOR OF BUILDING</b>	
	Thoroughly clean all doors, walls, baseboards, ledges, counter tops, partitions, light fixtures and heating/cooling vents.
	Shampoo all carpets and mats.
	Strip and wax all floors. Use non-skid wax only, and buff
	Thoroughly clean the outside of all file cabinets, desks, credenzas, bookshelves, and tables
	Clean interior and exterior windows – remove and reattach all blinds, screens or similar items as necessary to appropriate windows
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE



EXHIBIT 1  
CUSTODIAL CHECK LIST

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
Procurement  
1801 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
<b>REQUIRED DAILY SERVICES RESTROOMS</b>	
	Re-fill all soap, toilet tissue, seat covers, sanitary napkin/tampon dispensers, toilet bowl deodorizer, deodorant containers, spray deodorizers, urinal tablets, and waste receptacle liners.
	Empty and wipe out waste paper receptacles, and disinfect.
	Clean all mirrors with glass cleaner.
	Clean and polish all metal surfaces, dispensers and furniture.
	Clean and disinfect all countertops, washbasins, toilet bowls, toilet seats, urinals, stalls, add chlorine tablets in all urinals.
	Disinfect underside and tops of toilet seats.
	Wipe all walls and partitions clean of splashes, fingerprints, graffiti, smears, & dirt.
	Sweep floors and wet mop with germicidal solution.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

# EXHIBIT 1 CUSTODIAL CHECK LIST

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement  
1201 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
	<b>REQUIRED MONTHLY SERVICES</b>
	<b>RESTROOMS</b>
	Pour bucket of water with disinfectant solution in floor drain.
	Clean undersides of basins, including hardware, using stainless steel cleaner or metal polish.
	Thoroughly clean all walls and toilet partitions with high-strength detergent.
	Dust or vacuum all vents and areas around vents.
	Buff all floors.
	Descale all toilet bowls, urinals, and showers.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

EXHIBIT 1  
CUSTODIAL CHECK LIST

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
Procurement  
1801 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

Put "X" when completed	DESCRIPTION
	<b>REQUIRED QUARTERLY SERVICES</b>
	<b>RESTROOMS</b>
	Perform high dusting, vents, window ledges, corners, light fixtures, etc.
	Strip and wax floors.
	CONTRACTOR EMPLOYEE SIGNATURE
	DATE COMPLETED
	SITE COORDINATOR SIGNATURE
	DATE

**EXHIBIT 2  
COMMUNICATION LOG**

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement  
1801 West Jefferson Street, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

DATE	PROBLEM	DATE CORRECTED	VENDOR INITIALS	S.C. INITIALS/ APPROVAL DATE

**LOCATION:****ADOT COORDINATOR:****DATE:**



## EXHIBIT 3

# STATE OF ARIZONA CERTIFICATE OF INSURANCE

STATE AGENCY/DEPT.: ARIZONA DEPARTMENT OF TRANSPORTATIONPROJECT TITLE: Janitorial Services for Tucson MVD Regional Service CenterCONTRACT NUMBER: T04-12-00057

PRODUCER	COMPANIES AFFORDING COVERAGE	CURRENT A.M. BEST RATING
INSURED	A	
	B	
	C	
	D	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	(,000)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> PER PROJECT PRODUCT/COMPLETED OPERATIONS				GENERAL AGGREGATE PRODUCTS-COMP/OP AGG. PERSONAL & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE(ANY ONE FIRE) MED.EXPENSE(ANY ONE PERSON)	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE	\$ _____ \$ _____ \$ _____ \$ _____
	PROFESSIONAL LIABILITY <input type="checkbox"/> TYPE _____ <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE AGGREGATE	\$ _____ \$ _____
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE	\$ _____ \$ _____
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE	\$ _____ \$ _____ \$ _____
	BUILDERS RISK					
	OTHER:					

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS:

STATE OF ARIZONA AND THE STATE AGENCY NAMED BELOW ARE ADDED AS ADDITIONAL INSURED. IT IS AGREED THAT COVERAGES AFFORDED UNDER THE POLICIES CERTIFIED IN THIS CERTIFICATE SHALL BE PRIMARY AND ANY INSURANCE OR SELF-INSURANCE PROGRAM CARRIED BY THE STATE OR ANY OF ITS AGENCIES, BOARDS, DEPARTMENTS OR COMMISSIONS SHALL BE EXCESS AND NOT CONTRIBUTORY INSURANCE TO THAT PROVIDED BY THE NAMED INSURED.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

CERTIFICATE HOLDER / ADDITIONAL INSURED  State of Arizona Arizona Department of Transportation 1801 W. Jefferson Street, B-37 MD 100P Phoenix, AZ 85007-3276	AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY  SIGNATURE _____ DATE: _____
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**EXHIBIT 4**

## Vendor Performance Report

This document should be used to document positive or negative performance by a contractor and to state whether corrective action is required. Please complete & return to ADOT Procurement

Arizona Department of Transportation  
Procurement Group  
801 W. Jefferson Street, B-37 MD 100  
Phoenix, AZ 85007

[illegible]

**ATTACHMENT 1  
PRICE SHEET  
REQUEST FOR WRITTEN QUOTE T04-12-00057**



ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement  
1801 West Jefferson, B-37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211



LOCATION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
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1. Tucson MVD Regional Service Center

Fixed Monthly Rate	12	MO	\$ _____	\$ _____
Fixed Qtrly Rate for Carpet Shampooing	4	QTR	\$ _____	\$ _____
Daily Rate	1	DY	\$ _____	\$ _____

TOTAL GROSS BID \$ \_\_\_\_\_

Do Not Include Daily Rate In Total Gross Bid

**Additional Charges for any and/or all locations:**

Rate for Extra Carpet Shampooing-Extraction	\$ _____/Square Foot
Rate for Additions and/or Deletions	\$ _____/Square Foot
Rate for Extra Labor Hourly Rate	\$ _____/ Hour

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative

IF PAYMENT IS MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF GOODS OR SERVICES, THE ABOVE QUOTED PRICE CAN BE DISCOUNTED BY \_\_\_\_\_%.

**ATTACHMENT 2 - OFFER AND CONTRACT AWARD**

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1739 West Jackson, Room 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211



SOLICITATION NO. T04-12-00057

Submit this form with an original signature to the State.

**OFFER****TO THE STATE OF ARIZONA:**

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Federal Employer Identification  
No.:

For clarification of this offer, contact:

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address

City State Zip

Signature of Person Authorized to Sign Offer

Phone

Printed Name

Date

Facsimile

Title

**SMALL BUSINESS CERTIFICATION**

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than twenty-five thousand dollars (\$25,000.00) shall be restricted to small businesses in accordance with A.A.C. R2-7-335.

Signature of Person Authorized to Certify Status as Small Business

**ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)**

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. \_\_\_\_\_

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2004

Susanna Hernandez, CPPB  
As Procurement Officer and not personally



**ATTACHMENT 3  
REFERENCES**

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1801 W. Jefferson Street, B37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

PLEASE LIST THE NAME, ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER FOR THREE (3) ORGANIZATIONS FOR WHOM YOUR COMPANY HAS PROVIDED SERVICES OF A SIMILAR SIZE AND SCOPE WITHIN THE PAST 36 MONTHS. These references will be checked, so please make sure all information is accurate and current.

A. ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF CONTRACT INITIATION: \_\_\_\_\_

TYPE OF SERVICES PROVIDED: \_\_\_\_\_

B. ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF CONTRACT INITIATION: \_\_\_\_\_

TYPE OF SERVICES PROVIDED: \_\_\_\_\_

C. ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF CONTRACT INITIATION: \_\_\_\_\_

## ATTACHMENT 4 BIDDER'S ORGINAZATION

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1801 W. Jefferson Street, B37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

### INSTRUCTIONS:

Bidders shall complete each item, using attachments where necessary. Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of bidders as unresponsive.

1. If other than a government agency

- A. When was the bidder's firm formed? \_\_\_\_\_
- B. If the bidder's firm is incorporated, provide a list of the names and addresses of the Board of Directors.
- C. Provide a current organizational chart, setting forth lines of authority, responsibility, and communications in accordance with the policies of the governing body.

2. Administrative Agent

YES    NO

Is the bidder acting as an administrative agent for any other agency, firm, or governmental agency? *(If YES, provide a description of the relationship in both, legal and functional aspects.)*

☐    ☐

3. Civil Rights Compliance Data

Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to the bidder's business activities? *(If YES, provide an explanation.)*

☐    ☐

4. Prior Felony Conviction(s)

Has the bidder, its major stockholders with a controlling interest, employee's or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? *(If YES, provide an explanation.)*

☐    ☐

5. Suspension or Exclusion From Federal or State Program(s)

Has the bidder ever been suspended or excluded from any Federal or State Government program for any reason? *(If YES, provide an explanation.)*

☐    ☐

6. Does the bidder have sufficient funds to meet obligations on time under the contract while awaiting payment from ADOT? *(If NO, provide an explanation.)*

☐    ☐

7. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five (5) years? *(If YES, provide an explanation.)*

☐    ☐

**ATTACHMENT 4  
BIDDER'S ORGINAZATION**

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1801 W. Jefferson Street, B37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057**

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 8. Has the bidder or the bidder's firm terminated any contracts, had any contracts terminated, or been involved in contract lawsuits? <i>(If YES, provide an explanation.)</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the bidder, its staff, relatives, or voting members of the Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. 38-502, Conflict of Interest) in any contract, sale, Purchase or service involving ADOT? <i>(If YES, provide a full explanation of the situation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

**ATTACHMENT 5  
BIDDER'S QUALIFICATIONS**

ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1801 W. Jefferson Street, B37 MD 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211

**SOLICITATION NO. T04-12-00057****INSTRUCTIONS**

The bidder's experience in performing work similar to those stated in this solicitation is important. The bidder shall provide sufficient information to demonstrate its experience.

1. Name of firm/individual and type of business: \_\_\_\_\_
2. Address and telephone number:

\_\_\_\_\_  
(Street Number)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

3. Provide an overview of your firm that includes organizational structure, number and location of offices, the number of employees at each office location. Also indicate the extent and type of involvement of each office listed. Identify the office location from which a majority of the key personnel will be assigned to any resultant contract.
4. Briefly describe your firm's experience, expertise, and reliability in providing services called for in the solicitation's Scope of Work.
5. Designate an individual within your firm to function as a liaison between your firm and ADOT.
6. If the bidder's firm is a division or subsidiary of another firm, indicate below, the name and address of the parent firm. Also include a description of the working relationship between the bidder's firm and the parent firm. Specify what impact, if any, this relationship would have on the bidder's firm's ability to meet the requirements for services described in this solicitation.

\_\_\_\_\_  
(Firm's Name)

\_\_\_\_\_  
(Street Number)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Zip Code)

## ATTACHMENT 6

<b>DO NOT SEND TO IRS</b>	<b>STATE OF ARIZONA SUBSTITUTE W-9 FORM</b> <b>REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION</b>	<b>DO NOT SEND TO IRS</b>
*****LEGIBLY PRINT OR TYPE REQUIRED INFORMATION*****		
<b>Part I Taxpayer Identification Number (TIN)</b>		
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). If you are a resident alien OR a sole proprietor OR do not have a number, see the instructions on page 2.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Social Security Number (SSN)            2 <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> - <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> 0         </div> <div style="width: 10%; text-align: center;">OR</div> <div style="width: 45%;">           Employer Identification Number (EIN)            1 <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> - <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> 0         </div> </div>		
Name (if using SSN) or Business Name (if using EIN) - as reported with Social Security Administration or IRS		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>DBA, Business, Subsidiary, Trade name, Other</b> _____ (circle one)         </div> <div style="width: 50%;"> <b>Remittance Address (if different from main address)</b>            Name _____             Address _____             City, State, and ZIP Code _____         </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Main Address</b> (where tax information and general correspondence is to be mailed)             City, State, and ZIP code _____         </div> <div style="width: 50%;"> <b>Part II For Payees Exempt From Backup Withholding (See instructions on page 2.)</b> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Contact Name</b> _____  <b>Telephone number</b> _____ <b>Fax number</b> _____            ( ) _____ ( ) _____         </div> <div style="width: 50%;"></div> </div>		
<b>Check the appropriate box:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> (1)(E) State Employee   <input type="checkbox"/> (2)(G) Federal Agency   <input type="checkbox"/> (3)(G) Arizona State Agency   <input type="checkbox"/> (4)(G) Other Government Agency         </div> <div style="width: 35%;"> <input type="checkbox"/> (5) Business (check one of the following)            _____ (A) Arizona Corp.-including Non-Profit            _____ (C) PC, PLLC, or LLC            _____ (F) Financial Institution            _____ (H) Benefits Provider            _____ (M) Medical Corp.            _____ (O) Out of State Corp.-including Non-Profit            _____ (P) Professional Assoc.            _____ (S) Sole Owner (using EIN)            _____ (T) Partnership, LLP, or LTD            _____ (U) Public Utility Co.         </div> <div style="width: 30%;"> <input type="checkbox"/> (6) Individual (check one of the following)            _____ (I) U.S. Citizen/Permanent Resident            _____ (S) Sole Owner of a Business (using SSN)   <input type="checkbox"/> (7) Other (Non-corporate including, but not limited to conferences, trust funds, receiverships)            --PLEASE BRIEFLY DESCRIBE _____   <input type="checkbox"/> (8)(B) Board Member         </div> </div>		
<b>Minority Business Indicator:</b> (check one of the following that best describes your business) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">           _____ 01 - Small Business            _____ 02 - Minority Owner Business            _____ 03 - Woman Owner Business            _____ 05 - Small Business/Minority Owner         </div> <div style="width: 35%;">           _____ 06 - Small Business/Woman Owner            _____ 07 - Small Business/Disabled Owner            _____ 08 - Minority Woman Owner Business            _____ 09 - Disabled Minority Owner Business            _____ 10 - Disabled Woman Owner Business         </div> <div style="width: 30%;">           _____ 11 - Small Business/Minority Woman Owner            _____ 12 - Small Business/Disabled Minority Owner            _____ 13 - Small Business/Disabled Minority Woman Owner            _____ 00 - None of these apply         </div> </div>		
<b>Part III Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), <b>AND</b> 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding <b>AND</b> 3. I am a U.S. person (including a U.S. resident alien). Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See instructions on page 2). The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.		
Sign Here <span style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></span> <span style="float: right;">Date <span style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></span></span>		
RETURN THIS FORM AND REPORT ANY CHANGES IN THE ABOVE INFORMATION TO THE STATE AGENCY THAT YOU DO BUSINESS WITH		
FOR STATE AGENCY USE ONLY DO NOT WRITE BELOW THIS LINE		
VENDOR# _____ MC(s) _____ (main address) MC(s) _____ (remittance address) <input type="checkbox"/> NEW VENDOR <input type="checkbox"/> TIN CHANGE <input type="checkbox"/> NAME CHANGE AGY _____ AGENCY CONTACT _____ AGENCY CONTACT PHONE# ( ) _____ EXT. _____ APPROVED BY (PRINT) _____ (SIGNATURE) _____ Date _____		